



EXHIBITOR INFORMATION

**CLINICAL LABORATORY EDUCATORS' CONFERENCE
FEBRUARY 22-24, 2018**

Royal Sonesta Houston

**SPONSORED BY
THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE
ASCLS EDUCATION SCIENTIFIC ASSEMBLY**

Approximately 500 clinical laboratory science educators attend CLEC each year. Participants include department chairs, program directors, education coordinators, advisors and faculty members from hospital and college/university-based educational programs for clinical laboratory scientists and clinical laboratory technicians.

The goals of our 34th conference include enhancing instructional skills, developing innovative teaching techniques, and identifying trends and strategies to manage the changing profession. Sessions will cover methods and models for preparing graduates both technically and effectively to succeed in their evolving roles.

In 2018, we will be piloting a new program for exhibitors called "Commercial Symposia." Exhibitors who submitted proposals for scientific sessions will be given the opportunity to present their information in 20-minute sessions instead. If successful, we will make this option available next year to all exhibitors. The symposia will be held the morning of Thursday, February 22nd.

WHERE Royal Sonesta Houston. Six-foot tables will be provided.

SCHEDULE Thursday, February 22, 2018

- 8am: Move - In
- 9:00-11:00am: Commercial Symposia (Identified Exhibitors Only)
- 11:30am-12:30pm: Exhibit Preview
- 6:30-8:00pm: Reception with Exhibitors

Friday, February 23, 2018

- 9:30-10:30am: Break
- 10:30am – 12:00pm: Move-Out

COST \$950.00 per tabletop exhibit booth

BENEFITS Two (2) full conference registrations, including breakfast on Friday and Saturday mornings, are covered with each paid exhibitor fee. Visit the CLEC website for additional program information – www.ascls.org/CLEC. For each additional company representative, please add \$475 per person. If you would like to participate in one of the Friday Evening Social Events, be sure to add one of these options to your registration. Friday Evening Social Events are not included in your registration. Space is limited. Registration for the social options ends January 12, 2018.

The primary expo contact for each booth will receive access to the CLEC 2018 online community - <http://connect.ascls.org/home>. Please be sure to check this community frequently. You can use your customer email address and password when accessing it. Announcements about this event will be posted via the online community.

NETWORKING

In addition to the dedicated expo hours on Thursday and Friday, we are inviting all exhibitors to participate in the Friday Night Social. This event is a CLEC tradition where the attendees (and now the exhibitors) network while enjoying food and festivities. The Friday Night Social is optional for attendees and exhibitors with an additional fee required per participant. If you are interested, please email Karrie Hovis at karrieh@ascls.org.

REGISTRATION

Register online at: http://members.ascls.org/expo_register.asp?s=1. If registration by check or purchase order is necessary, please complete the attached registration form. Registration deadline is **January 5, 2018**. Exhibit space is limited and assigned on first come basis. Register early!

INFORMATION

American Society for Clinical Laboratory Science
1861 International Drive, Suite 200
McLean, VA 22102

QUESTIONS

Contact Karrie Hovis
Phone: 571-748-3775
karrieh@ascls.org

EXHIBITOR APPLICATION

(To be submitted only if paying by check or purchase order)

COMPANY NAME:
CONTACT PERSON:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE:
EMAIL:

Please provide the following information for the exhibitor badges:

Name: _____ **Name:** _____

City, State: _____ **City, State:** _____

EXHIBIT SPACE: Remit fee of US\$950.00 per table (space).

Number of tables (spaces) to be reserved: _____

Will you require electrical service? Yes No

Will you require internet connectivity? Yes No

NOTE: Additional fees may be required for electric and/or internet, as well as any other additional services that may be necessary (i.e., AV, etc.).

BREAKFAST OPTIONS: Each exhibitor registration includes breakfast on Friday and Saturday mornings. Please select an option below for both days. Please make us aware of any dietary restrictions.

I will be attending Friday breakfast. I will **NOT** be attending Friday breakfast.
 I will be attending Saturday breakfast. I will **NOT** be attending Saturday breakfast.

Dietary Restrictions: _____

FRIDAY NIGHT SOCIAL: The Friday Night Social is optional for attendees and exhibitors with an additional fee required per participant. For more information about each event, visit the CLEC website.

Houston Livestock Show and Rodeo Bar-B-Que Contest - \$30 per person
 Dinner at Maggiano's Little Italy Restaurant - \$35 per person

HOTEL RESERVATIONS: To book your hotel reservation at Royal Sonesta Houston, please call (713) 627-7600 and state that you are with ASCLS CLEC in order to receive the \$189 per night, single/double, group rate. **Note that January 30, 2018 is the cut-off date to receive the conference group housing rate; book early as the room block may fill before that date.**

PAYMENT: Mail completed form and payment to the following address:

American Society for Clinical Laboratory Science
CLEC
Attn: Karen Goodwin
1861 International Drive, Suite 200
McLean, VA 22102

CONTRACT: Submission of this application either online or via mail is the initiation of a binding contract as delineated in the attached document, "**EXHIBIT RULES, REGULATIONS, AND SERVICES**". This contract is hereby agreed to by the party/parties below:

AUTHORIZED BY: (please print name)

SIGNATURE:

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE
CLINICAL LABORATORY EDUCATORS' CONFERENCE
FEBRUARY 22-24, 2018**

ROYAL SONESTA HOUSTON

EXHIBIT RULES, REGULATIONS, AND SERVICES

[Please Read Carefully]

- 1. CONTRACT:** This application, properly executed by applicant (Exhibitor), shall upon written acceptance and notification of space assigned by Exhibit Management constitute a valid and binding contract.
- 2. PURPOSE:** To disseminate knowledge and promote the development of the future direction of medical/clinical laboratory education at the medical laboratory scientist (MLS) and medical laboratory technician (MLT) levels. The exhibition will serve to introduce products, publications and services, and to educate individuals. Only exhibitors whose materials are related to those purposes will be allowed to maintain displays. Exhibit Management reserves the right to determine, in its sole discretion, whether Exhibitors' materials relate to the purpose of the exhibition.
- 3. ASSIGNMENT OF SPACE:** Space assignment is based on size of space requested, the date the contract is received, and utility requirements. Assignment of space is final and shall constitute an acceptance of the exhibitor's offer to occupy space. Space assignments may be revoked or changed by Exhibit Management any time that the minimum payment schedule is not met.
- 4. SUBLETTING OF SPACE:** Exhibitors agree not to assign, sublet or apportion the whole or any part of the space allowed without the knowledge of and written consent of Exhibit Management.
- 5. SPACE RENTAL FEES:** Exhibit space consists of a 6' x 30" skirted table and two chairs for a fee of US\$950.00. It also includes two full conference registrations per space. Additional services (e.g. electricity, internet, telephones, audiovisual) must be contracted for separately with the hotel and additional fees may apply. Fee associated with the Friday Night Social is not included with exhibitor registration.
- 6. ARRANGEMENT OF EXHIBITS:** Exhibitor agrees to arrange exhibit so as not to obstruct the general view and not to hide other exhibits.
- 7. ADVERTISING MATTER:** Exhibit Management reserves the right to refuse to permit distribution of souvenirs, advertising matter or anything else which it may consider objectionable. Distribution elsewhere than from within an exhibitor's assigned space is forbidden.
- 8. SAFETY PRECAUTIONS:** Exhibitor agrees to take the necessary measures to safeguard visitors in the exhibit area from any hazards associated with exhibit equipment.
- 9. PAYMENT AND CANCELLATION:** The completed Exhibit Application along with \$950.00 per table/space is due by January 5, 2018. The space contract agreement may be canceled by Exhibitor by written notice to the address set forth in this contract. However, in the case of cancellation, the following charges are payable by the exhibitor:

Before January 5, 2018	\$75.00 (processing fee)
On or after January 5, 2018	100% of exhibit fee

Also, in the event of cancellation, Exhibit Management shall have the right to use said space to suit its own convenience, including reselling the space to another exhibitor, without any rebate or allowance to

the defaulting exhibitor except as provided above.

10. OCCUPANCY OF EXHIBIT FACILITY: Exhibit Management may terminate this contract in the event the Exhibit Facility is destroyed or damaged, or if the exhibit fails to take place as scheduled, is interrupted, discontinued or access is prevented due to any of the following causes: strike, lockout, injunction, emergency, act of God, act of war or any other cause beyond the control of the Exhibit Management.

In such event, Exhibitor agrees to waive any and all damages and claims for damages and agrees that the sole liability of Exhibit Management and Sponsoring Society shall be to refund to Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by Exhibit Management and the Sponsoring Society.

11. INSTALLATION AND DISMANTLING: Exhibitor agrees to install all exhibits no less than one hour prior to the opening of the exhibition. Exhibitor agrees not to dismantle any exhibit nor to engage in any packing before the close of the exhibition. Delivery or removal of any portion of an exhibit is not permitted during the exhibition without permission from Exhibit Management.

12. REJECTIONS AND PENALTIES: Management reserves the right to restrict, reject, prohibit or eject any exhibit, in whole or in part, which because of position, safety hazards or for other prudent reasons becomes objectionable. If any exhibit or exhibitor is ejected for violation of these rules and regulations, no return of rental fee shall be made.

13. INSURANCE AND LIABILITY: Exhibit Management and Exhibit Facility will use reasonable care to protect Exhibitor against loss. However, they will not be liable for damage or loss to property or injury to Exhibitor, his agents or employees, through theft, damage by fire, accident or other cases. Exhibitor should insure his/her property against such loss. Exhibitor agrees to make no claim against and to protect, indemnify and hold harmless Exhibit Management, Sponsoring Society and Exhibit Facility against loss, theft or damage to Exhibitor's property or for any injury to persons in Exhibitor's area. In the event that Exhibit Management or Sponsoring Society shall be held liable resulting from Exhibitor's act or failure to act, Exhibitor agrees to indemnify them and hold them harmless.

14. EXHIBIT MANAGEMENT: The phrases "Exhibit Management" and "Sponsoring Society" as used herein refer to the American Society for Clinical Laboratory Science.

Exhibitor further agrees that the conditions, rules and regulations of Exhibit Management are made part of this contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and agrees that Exhibit Management shall have full power to interpret, amend and enforce all rules and regulations in the best interest of the show.

**CLINICAL LABORATORY EDUCATORS' CONFERENCE
FEBRUARY 22-24, 2018
Royal Sonesta Houston**

Sponsored by:
**The American Society for Clinical Laboratory Science
Education Scientific Assembly**



SPONSORSHIP OPPORTUNITIES

We would like to offer interested companies opportunities to contribute to the conference while increasing visibility and name recognition for themselves. See page 8 for a **full** list of benefits associated with each sponsored item / event.

Sponsorships are offered according to the following levels:

MAXIMA CUM LAUDE: Total sponsorship \$2,500 and greater

- Company *logo* displayed on promotional slideshow prior to start of all individual educational sessions as a Maxima Cum Laude sponsor
- Company *logo* displayed on all discussion posts within the CLEC online community via connect.ascls.org
- Plus summa cum laude, magna cum laude and cum laude benefits

SUMMA CUM LAUDE: Total sponsorship between \$2,000 and \$2,499

- Company *name* displayed on promotional slideshow prior to start of all individual educational sessions as a Summa Cum Laude sponsor
- Podium recognition during the opening keynote
- Plus magna cum laude and cum laude benefits

MAGNA CUM LAUDE: Total sponsorship between \$750 and \$1,999

- Company *name* recognized through signage at sponsored event
- Company *name and logo* listed on meeting mobile app
- Plus cum laude benefits

CUM LAUDE: Total sponsorship is less than \$749

- Flyer/promotional material distributed to attendees via placing items on a chair at opening keynote

Sponsorships will be granted on a first come, first served basis. **Payment in full is required by January 5, 2018.**

**CLEC 2018
SPONSORSHIP APPLICATION**

COMPANY NAME:
ADDRESS:

CONTACT PERSON:
TELEPHONE:

E-MAIL:
FAX:

SPONSORED ITEM/EVENT(S) – see page 8: _____

The company name is to be listed as follows for publication of sponsorship recognition:
The following is a brief description of the company (No more than 30 words, please):

CHOOSE ONE OF THE FOLLOWING PAYMENT OPTIONS:

- Credit Card (Preferred):**
http://members.ascls.org/ev_calendar_day.asp?date=&eventid=7
- Check, made payable to ASCLS CLEC**
- Purchase Order**

Return completed form to ASCLS by fax: 571.354.7575 or email: karrieh@ascls.org.

If mailing, completed form and payment must be received by **January 5, 2018** to:
American Society for Clinical Laboratory Science CLEC
Attn: Karen Goodwin
1861 International Drive, Suite 200
McLean, VA 22102

*****If sponsorship benefit includes use of company logo and/or company URL, please forward these items when submitting application.**

Questions? Please contact:
Karrie Hovis, Director of Professional Development & Project Management, ASCLS
Email: karrieh@ascls.org, Phone: 571.748.3775, Fax: 571.354.7575

Sponsor Benefit	Confere nce Tote - \$3000	Luncheon (Friday) - \$3000	Evening Reception with Exhibitors - \$3000	Opening Keynote - \$2500	Internet Connectivity in Meeting Rooms - \$2000	Continental Breakfast (Friday or Saturday) - \$2000	General Session Sponsor ship \$1500	Mobile App Sponsor ship - \$1500	Closing Keynote - \$1500	Exhibit Refresh . Break (1 hour) - \$1000	Break out Session Sponso rship - \$1000	Session Refresh. Break (15 minutes) - \$750	Chairdrop - \$500
Podium Recognition during the closing keynote									X				
Logo of sponsors choice printed on tote bag	X												
Logo/ad appearance on login/splashscreen with link to corporate website					X								
Company logo and display advertising space for corporate branding on mobile application								X					
Preferred position at doorway to greet all attendees upon arrival.			X										
Opportunity for company representative to introduce Speaker				X			X		X				
Logo displayed on all discussions posted to the CLEC online community via the ASCLS Connect website - connect.ascls.org	X	X											
Flyer/promotional material distributed to attendees via placing items on a chair at sponsored session							X		X				
Company <u>logo</u> displayed on promotional slideshow prior to start of all individual educational sessions (Platinum sponsors only)	X	X	X	X									
<u>Logo</u> recognition through signage at the event(s) sponsored	X	X	X	X									
Company to create signature name(s) for food and beverage items at sponsored event		X	X			X				X	X	X	
Company <u>name</u> displayed on promotional slideshow prior to start of all individual educational sessions					X	X	X	X	X	X	X		
<u>Name</u> recognition through signage at the event(s) sponsored						X	X	X	X	X	X	X	
Podium Recognition during the opening keynote (Gold and Platinum Sponsors)	X	X	X	X	X	X							
Acknowledgement on the conference mobile application (with logo)	X	X	X	X	X	X	X	X	X	X	X	X	
Acknowledgement on the conference webpage (list of sponsors)	X	X	X	X	X	X	X	X	X	X	X	X	
Flyer/promotional material distributed to attendees via placing items on a chair at opening keynote	X	X	X	X	X	X	X	X	X	X	X	X	X